

**BUTTE COUNTY
CHILDREN AND FAMILIES COMMISSION
Friday, February 14, 2003
Minutes**

Held at the Mira Loma Drive county offices, the meeting was called to order at 8:36 A.M.

Item #1: Introductions

Commissioners present: Jim Botill, Jane Dolan, Marian Gage, Mark Lundberg, Karen Marlatt, Linda Moore, and Gene Smith.

Commissioners absent: Chair Patricia Cragar, and Sandra Machida

Staff present: Cheryl Giscombe, and Eva Puciata.

Staff absent: Bobbi Dunivan.

Also present were: Amos Clifford, Jeff Fontana, Tara Sullivan-Hames, and Bill Hubbard, all of the I&R Project, Diane Hoffman, IZ Registry, Cathy Grams, DESS, Heather Senske, BCOE; Carol Roberts, Valley Oak Children's Services; Susan Weber-Brown and Mike Ramsey from the Butte County District Attorney, Carol Lams, Michelle Burren, and Christine of OPT for Fit Kids; Erika Lehmann de Garcia and Mary Sanders, Statewide Evaluation project; and others who arrived later.

Vice-Chair Mark Lundberg chaired the meeting in the absence of Patricia Cragar.

Item #2: Agenda Review

Item #3 was delayed until a quorum was present.

Item #4: Information & Referral Project

Jeff Fontana said the Butte County Information & Referral System Project (I&R Project) was here to give a progress report and ask for more funding. This has been called a Commission-initiated project because the Commission chose to fund this at a time when there was a concern and intent to keep the system's development within the County.

The HelpCentral.org website has been up for several months. Amos Clifford asked for a show of hands -- Who has looked at the new website, HelpCentral.org? They want to make it THE place to go on the Web to locate services quickly and easily. The process of making a viable website is very time consuming. Putting the information from literature, interviews, phone calls, etc., into a database format is challenging. The website is dynamic. Searches can be done three ways: 1) by keyword, 2) by category, or 3) by alphabetical listing. The website is linked to Mapquest so people interested in finding the location can generate a map and driving directions.

Amos encouraged those present to do searches on HelpCentral.org, using the keyword consumers would most likely think of to find one's agency. Feedback will help them learn how the data in the database will be represented on the Web through searches. This will influence how data is collected for the searchable database. They have noticed that the alphabetical search isn't helpful. As it's set-up now, it's confusing, but that's being worked on.

A marketing campaign will begin in a month or so. Billboards, brochures for agencies clients and staff, and mini-billboards are in the making. Marketing will be towards two major groups of users: 1) staff and 2)

consumers. The website will hopefully become an online yellow pages of low-cost health services for Butte County.

The terms used to describe services came from the taxonomy provided by Infoline. That's the standard for information referral nationwide. A listing "children's services" and perhaps "family services" will be added. Currently, listings for Butte County are the focus. Later, links to State services will be added.

Every agency will be contacted annually for any updates to posted information. Web addresses will be added; linking to other websites will probably lessen website maintenance, especially if the link is to a website with constant maintenance. Approximately 285 agencies, 600 programs, and 2,800 specific services are currently listed, which is about half the proposed dataset. As agencies are contacted/updated, information will be requested on how it fits so an overall report card can be developed.

It is good to see the I&R project coming to fruition since this has been talked about for many years. School services (after school programs, Healthy Start, etc.) will also be linked to in the future.

Jeff explained he is wearing many hats in presenting for the I&R project, but today is here presenting for the administration of the Project. In 1974, Jeff was in the Public Health Department and created the Low-Cost No-Cost People Services List, which helps people gain access to services in Butte County. This website project's goals are to assist individuals to self-determine themselves; to access resources within our community; to better themselves, their families, and their community; and, to increase awareness of services available. The website meets national standards to link to the future 211 system. The website is not a replacement for the No-Cost list, but resources can be printed off the web. The No-Cost list could be formatted to print off the site.

To date, the financial partners for this project have been the DESS (Department of Education Social Services) and the Commission. However, the DESS is not in the position to help fund the project next year, so that is why all of the funding is requested from the Commission for the next two fiscal years. The I&R Project realizes that it can't rely on one agency for sustainability. The plan is to make this project a very useful tool and to have every agency who uses it as a tool pay a subscription fee to be listed and thereby become self-sustaining.

There is a concern, in terms of 211, that smaller agencies may not be able to pay the subscription fee and their services not be accessible by the public. It's something to keep an eye on because, at this point, it's hard to see where the momentum for 211 will go in the future.

Funding is requested as follows: for FY 2003-2004, \$93,949.00 and for FY 2004-2005, \$64,129.00.

Marian Gage made a motion to fund the I&R Project for the next two fiscal years. Karen Marlatt seconded. The motion passed unanimously.

Item #3: January 17, 2003 Draft Meeting Minutes

Gene Smith made a motion to approve as written the January 17, 2003 minutes. Karen Marlatt seconded. The motion passed unanimously.

Item #5: Consent Agenda

The following items have been discussed at previous Commission meetings. Staff has identified them as having no opposition and presenting no new or unusual issues requiring the Commission's attention. Unless a member of the Commission or the public requests discussion, this consent calendar will be voted upon with one motion.

A. Meeting Schedule: The Commission will meet the third Friday of each month, except July and December 2003.

B. Commission Membership Appointment: Commissioners Dolan, Lundberg, Machida, and Smith are recommended for Board of Supervisors two-year term reappointments. Commissioner Botill is recommended for Board of Supervisors permanent appointment to the Commission, as the Public Health Dept. Interim Director, as per Butte County Ordinance # 3555, Section 2.100.30.

C. Reserve Funds: Per Wallace Rowe, CPA, a motion is all that is necessary to reserve funds on the Audit Balance Sheet. Staff recommends a motion to reserve all monies in the BCCFC fund (7950) above this year's budget (including remaining FY 02-03 receivables). Subsequently, when approving each year's proposed budget, all remaining fund monies will be reserved. This action will lessen public misperception about funds currently identified on the Audit Balance Sheet as "Unreserved: Undesignated." The current terminology is easily misinterpreted to mean millions of dollars are available for spending even though the Commission has committed these funds in the Financial Plan for future use.

Jane Dolan made a motion to approve the Consent Agenda. Gene Smith seconded. The motion passed unanimously.

There was a break from 9:28 A.M. to 9:35 A.M.

Item #6: Administration Committee Report

Karen Marlatt reported.

1. Funding proposal from the District Attorney for special funding outside of regular funding cycle (request for \$45,500.00 funding lost from termination of State funding) be granted to the District Attorney to allow the continuance of the Drug Endangered Children (DEC) program from the period of February 15, 2003 through June 30, 2003.

The Commission discussed this request and how it relates to the actions taken at last month's meeting regarding special funding requests, the policy criteria for granting those requests, and the procedure to be followed in consideration of those requests. It was determined that the request followed all of the appropriate guidelines and criteria.

However, concerns were brought up that the current budget/funding cycle doesn't support this kind of special request and that straying from this might impact the reserves. The financial plan might need to be looked at and amended to meet these future challenges. Discussion should be held to discover how much the Commission could spend without losing the Strategic Plan vision and its 10-year sustainability goal. The Strategic Plan Committee is still developing the Strategic Plan's funding priorities, and staff has been asked to provide a timeline for finishing it.

Karen Marlatt made a motion to approve funding DEC for \$45,500.00. Jane Dolan seconded. The motion passed with 6 ayes and 1 abstention.

2. Review and approve February monthly Commission meeting agenda and consent agenda.

Jane Dolan requested that the wording in the consent agenda be modified to read, "The following items have been discussed at previous Commission meetings. Staff has identified them as having no opposition and presenting no new or unusual issues requiring the Commission's attention. Unless a member of the Commission or the public requests discussion, this consent calendar will be voted upon with one motion."

3. Response from the County Auditor's Office regarding follow-up on management letter from Commission's recent audit.

The Independent Auditor for the Commission is satisfied with the response letter from the County Auditor regarding item #4 (charges for Internal Service Fund services and Butte County support services department services provided to BCCFC).

Item #7: Statewide Prop 10 Data Collection and Evaluation Presentation

Erika Lehmann de Garcia and Mary Sanders made the PowerPoint presentation.

The Statewide Evaluation will provide accurate and reliable information about California's children and families and how Prop 10 has affected them. Some larger counties have large evaluation programs in place while some smaller counties are waiting to see what the Statewide Evaluation develops so they don't duplicate efforts and can integrate their local evaluation with the Statewide Evaluation. The point behind this program is to report successes with Prop 10; not comparing one county to another. The idea is to have good data and documentation behind the success stories so this information can be taken to the public and legislature to show them that Prop 10 monies need to stay within the counties. It's designed to show benefit.

The Statewide Evaluation is not designed to drive the Commission's priorities. The Commission's priorities should come from the County. The Statewide Evaluation is attempting to get a broad picture of what's happening around the state but not expecting programs to be the same across the state.

In Butte County, the benefits of data from the Statewide Evaluation will:

- Support program planning
- Support public accountability efforts
- Provide information about systems of care, outcomes for children and families in Butte County and summarize material on a county context that is quickly and easily accessed.

The Statewide Evaluation framework will collect information on the changing trends in five areas:

1. Child health
2. Child development
3. Family function
4. Systems change
5. School readiness

Ways data (qualitative and quantitative) will be collected include:

- Participant data
- Program level data
- Population-based data specific to Butte County (current and historical)
- Systems change
- Narratives - stories
- School readiness – family interviews
- School profiles
- Case studies

Identities of the participants will be kept confidential. If the Commission were going to collect confidential data, it would be a good idea to have a Confidentiality Protocol. SRI developed a Confidentiality Protocol template that's ready to use or that can be adopted to suit the Commission's needs. SRI has also developed confidentiality consent forms used by grantees to gather information from the participants. These consent forms are reviewed and signed by each participant. Every document is HIPPA compliant. The Commission will be legally protected

if the confidentiality guidelines are followed and the consent forms that SRI developed are used. It is recommended that grantees also have a Confidential Protocol in place. Additionally, they are recommended to have a staff confidentiality guideline sheet. SRI has templates for these. They are also HIPPA compliant.

To make sure any changes to the form keep the Commission covered, SRI should review the changes to make sure everything is still compliant with Human Subjects Review Approval and HIPPA.

County Commission executive directors for each county in California were sent an indicator survey and asked to rate all the indicators in the survey based on three criteria: 1) What priority should this indicator have in the Statewide Evaluation (from high to low); 2) Is your County already collecting this data and using this or something like it; and 3) How difficult would it be to collect the data (from easy to hard). All 58 counties responded. These lists are still evolving and some indicators may be moved from one list to another by the time the final is developed. Also, county commissions can choose to include indicators not on these lists. But, counties would be taking on the responsibility of tracking these additional indicators for themselves. However, if enough counties feel this indicator is important to track, they could lobby for inclusion on future indicator lists.

Current *Key* indicators for core participants:

- Low birth weight
- Adequate prenatal care
- Immunization status
- Well-baby check ups
- Regular medical home
- Health insurance
- Breast-feeding
- Annual dental exams
- Smoke-free homes
- Smoke-free pregnancies
- Preschool participation
- Identification of children with disabilities and other special needs
- Family/reading/story telling

Elective indicators for core participants (information can be collected or not):

- Height/weight
- Dental insurance
- Receipt of developmental screenings
- Referral of children with disabilities and other special needs to services
- Participation in school readiness transition programs
- Recurrence of child abuse
- Living in poverty
- Food insecurity
- Housing stability
- Mother's educational attainment
- Mother screened for depression

Population-based indicators (collected at the population level):

- Infant survival rate
- Expected weight/height
- Dental insurance
- Low birth weight
- Adequate prenatal care
- Immunization status
- Well-baby check ups

- Regular medical home
- Health insurance
- Breast-feeding
- Childcare spaces
- Family-care slots
- Head Start slots
- Licensed center childcare for children with disabilities and other special needs
- Identification of children with disabilities and other special needs by kindergarten entry
- Child abuse rates
- Child abuse occurrence
- Teenage birthrates
- Children living in poverty
- Foster care placement
- Family reading/storytelling

Additional school-readiness indicators:

- Rated as in good or excellent health
- Childcare experiences
- Abbreviated Desired Results Developmental Profile
- Receipt of parent education and support services
- Single parents
- School attendance rates
- Kindergarten retention rates
- Second grade reading test scores
- Participation rates in free/reduced breakfast and lunch programs
- Elementary schools with linkages to preschools, childcare, and community programs
- Preschools with linkages to schools and community programs

PEDS – Proposition 10 Evaluation Data System

Mary Sanders presented the PEDS overview. She is the CS&O data tech for Northern California (there are five in California – their job is to provide technical assistance/training/support). CS&O, a business software development company based in Orange County, is developing PEDS. They've also put together CEMS, a calendar event management system, which will allow you to see what's going on with the State Evaluation, when the meetings are, etc. It's available at www.prop10evaluation.com.

Data collection will be a joint activity between county commissions, their funded programs and the Statewide Evaluation team. Data collection will be available on an interactive website, collected locally and entered into PEDS online. Data statistics will be available countywide through the county commission. Statewide data will also be available.

The data will be collected and entered into a secured website with Commission access. Different levels of access will be available based on information needed. No personal identifiers will be used to that participant right to privacy and confidentiality are assured. However, the database will allow, through coding, determining whether or not a particular participant is accessing multiple services and over what period those services are being accessed.

PEDS is a centralized Internet-based application that will allow the state commission, county commissions, and funded program users to evaluate performance data. This application is password protected. Information on participants is confidential to a certain degree: grantees entering in the information know the participants names while the commissions won't. A tool will become available soon to help grantees gather the information for this program. The pilot of this system starts in the middle of March and last for 90 days. Participation in this pilot program is voluntary and a county can join at anytime. For this pilot, there are six counties participating: 4 urban

and 2 rural. Counties that have no computer support to input the information will be provided scantron forms, which the State will scan into the system. The impact on grantees to gather this data will be minimized as much as possible. The goal is to integrate this process into what they do already. The purpose of the pilot program is to identify and solve any problems that come up during the process.

Purpose of PEDS is to:

- Reduce the amount of paperwork for the Commission
- Provide reports on the funded programs for the counties
- Make the annual report easier to complete

What does all this mean for the Commission in the upcoming months? It means:

- Ongoing communication with the executive director
- Reviewing confidentiality protocols and forms that are developed for the Commission
- Help select the elective indicators
- Adapting tools for Butte CCFC grantees
- Provide training and support
- Creating a county profile
- Assist in data sharing with grantees through PEDS if that's what the Commission decides to do

It was recommended that a committee be formed to examine this process further and what work needs to be done to implement it.

Item #8: Staff Report

Cheryl Giscombe reported. The Commission completed a major milestone by approving their very first policy: The Funding Proposal Policy and Criteria for proposals received outside the formal bid timelines. Staff is currently preparing two more policies for Commission consideration: 1.) Confidentiality Policy and 2.) Contract Termination Policy. Bobbi Dunivan is developing a year in perspective report of what the Commission has accomplished in terms of milestones. The report will include unfinished Commission business, as well. The annual statewide conference is scheduled for April 23-25, 2003. This is the first time that it's been opened to Commission staff, Commissioners, and partners. Commissioners were asked to let staff know if they wish to attend the conference and to recommend any partners that might want to attend this conference in Garden Grove, CA.

School Readiness Applications: The review team reviewed the Butte County School Readiness Application and the decision point was:

"The County Commission and local school partners are commended for their intensive work and collaboration for young children and families. As noted in the School Readiness Request for Funding, a primary and more intensive review of School Readiness Programs is done by County Commission, and the second review step was done by teams comprised of County Commission, Partner, Agency representatives to ensure statewide consistency in the launch of the School Readiness Programs."

At this time they've selected review decision point #2 which states:

"Your School Readiness Application is approved for School Readiness matching funds contingent on submitting additional information and/or addressing a few outstanding questions. Please submit the additional information."

The next step, prior to distribution of School Readiness funds to Butte County Commission, is BCOE contractor provision of a written response to the State Commission on the following issues requiring further clarification by April 14, 2003:

1. Please describe services for children with disabilities and other special needs above and beyond services for speech, language and behavioral health.
2. Please explain how this program will serve children outside the Head Start and State's preschool systems.
3. Please provide additional information regarding activities and outcomes for Kindercamp.
4. Please describe the programs governance structure and give more information about the meeting structure. Who will attend meetings, how often the group will meet, and how the advisory committees will be involved in the program monitoring.
5. Please provide rules, responsibilities, qualifications and job descriptions for the primary personnel.
6. Please clarify when the School Readiness Program will start. The budget forms indicate that the program start next fiscal year, 2003 to 2004. If the School Readiness Program is starting during the 2002-2003 fiscal year and there's a request for funding, please revise and resubmit the budget form.

The strengths of the application noted are:

1. There's good evidence of strong collaboration between early care and education and kindergarten teachers.
2. The program is cost effective.
3. The mental health component is well described.
4. Statistically information was well presented and was an excellent source of information.

There were two areas they noted for improvement and/or recommendation:

1. Consider linking Butte College, Rancheria, CARES, and First 5 Kits for Parents to this program.
2. Note that the name "SEEDS" already exists as a statewide organization by the California Department of Education.

Statewide Data Collection & Evaluation

PEDS is expected to begin in Butte County in July or August 2003. Training will be available for staff and grantees.

Erika R. Lehmann de Garcia can provide some assistance by putting together suggestions and recommendations for direction and to help integrate the statewide with the Commission's local evaluation efforts.

Public Comment

It was requested that for the next few months a special agenda line item be included to discuss the potential budget crisis, implications, impacts on services, how does the State deal with childcare education, etc.

Next meeting is Friday, March 21, 2003.

The meeting adjourned at 11:34 A.M.

Minutes prepared by Josie Smith of An Executive Assistant.